

## **USAID/BOLIVIA LOCAL NOTICE**

**LOCAL NOTICE No. 3661**

**DATE OF ISSUANCE:** January 26, 2007

**SUBJECT: OPENING: A.I.D. DEVELOPMENT ASSISTANCE SPECIALIST POSITION IN THE ENVIRONMENTAL STRATEGIC OBJECTIVE TEAM (ENV SOT), FULL-TIME PERSONAL SERVICES CONTRACT POSITION AT THE FSN-11 LEVEL**

USAID/Bolivia Environmental Strategic Objective Team (ENV SOT) is seeking the long-term services of a Bolivian National to fill the position as an A.I.D. Project Development Assistance Specialist for a full-time personal service contract position at the FSN-11 level.

**OPENING DATE:** January 26, 2007

**CLOSING DATE:** February 9, 2007

**POSITION TITLE:** A.I.D. DEVELOPMENT ASSISTANCE SPECIALIST

**POSITION NAME:** ENVIRONMENT MANAGEMENT SPECIALIST

**GRADE:** FSN-11 (full performance level)

**WORK SCHEDULE:** From 8:30 to 17:30 from Monday through Friday, with one hour for lunch.

**COMMENCEMENT DATE:** The selected candidate must be available to begin work immediately following a successful security and medical clearance.

### **BASIC FUNCTION OF POSITION:**

The Environment Management Specialist position is located in the Environment Team, which both manages a portfolio of activities and projects, and serves as the focal point within USAID/Bolivia for environmental matters. The primary goal of the Environment Team is to promote sustained economic development through proper management of Bolivia's renewable natural resources.

The incumbent serves as the Foreign Service National Advisor for Biodiversity and Protected Areas Management for the Environment Team, working in close coordination with the Environment Team Leader.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The position is responsible for:

- A. Manage environmental programs supported by USAID. Management responsibilities will include overseeing processes to plan, implement, and monitor programs on a continual basis and will involve regular field visits to program sites. The incumbent will lead the team towards achieving its strategic objective, with particular attention to the agency's core values of managing for results, customer focus, teamwork, empowerment, diversity and inclusion. He/she will closely coordinate management, as needed, with USAID's Acquisition and Assistance and Financial Management Offices, and other elements of USAID.

- B. Provide expert technical guidance and training on methodologies and procedures for planning and working on the conservation of biological diversity as well as Regulation 216 environmental mitigation procedures to the Environment Team, other Mission offices, the U.S. Embassy, and our development counterparts. The professional skills and technical expertise of the incumbent are critical for formulating recommendations for improved natural resources management and protected areas management programs, and performance monitoring. In providing guidance, the incumbent must consider the continuing changes in Agency policy, development assistance priorities, Bolivia's evolving social, political and economic environment, communication, and fluctuating budgets.
- C. Serve as a liaison with key counterparts in order to affect policy. USAID's engagement in promoting environmentally sustainable development goes well beyond those activities funded directly by the Environment Office. Therefore, the incumbent will play a role in the Office's efforts to affect policy and coordinate investments related to the environment, working with the U.S. Embassy, the U.S. Congress, other Federal agencies, the Government of Bolivia, Prefectures, and municipalities, other donors, and civil society. Performs other job-related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

- Education:** Bachelors degree relevant to natural resources and environmental management is required. An advanced degree (masters or Ph.D.), or similar on-the-job experience in some aspect of natural resources management, is preferred.
- Experience or Related work:** A minimum of 8-10 years of progressively responsible professional experience designing, managing, and/or monitoring development and/or conservation programs.
- Languages:** Level IV (fluent) in English and Spanish language are required. The ability to communicate well is the key to working as a Team, both in writing and orally. Ability to speak one of the indigenous languages relevant to the Office of Environment's programs may be given preference.
- Knowledge:** Thorough understanding of the historical, political, and social context for development in Bolivia. In addition, the incumbent will have a thorough understanding of the organizations and respective roles entities involved in environmental aspects of sustainable development, including the Government of Bolivia (GOB, including national, regional, and local branches), civil society (including indigenous groups, communities, NGOs, foundations, private sector enterprises, academic institutions, etc.), and other donors (multi/bi-lateral, as well as international environmental NGO's).
- Abilities:** Proven success working as a member of a team, including excellent communication skills, the ability to receive and give feedback, and an understanding of how to weave different individual working styles into effective teamwork.
- Skills:** Technical expertise and strong analytical skills in an area related to the management of renewable natural resources. Expertise in natural resources management, biodiversity conservation, and/or protected area management is preferred. Must have excellent computer's skills.
- References:** Strong work references.

#### **SELECTION PROCESS:**

Selection will be made based on merit, without discrimination due to the race, color, sex, sexual preference, religion, marital status, or ethnic origin of interested candidates. Physically challenged persons are encouraged to apply.

The Executive Office, HRS, will submit the applications of qualified in-house candidates to the hiring committee. The best-qualified candidates selected by the hiring committee will be invited for testing, oral interview and final selection.

**WHO MAY APPLY/HOW TO APPLY:**

Interested FSN employees of the U.S. Mission whose background and related experience qualify them in applying for this position must submit a letter of interest, an updated Application for Employment (Form 171), and a CV to USAID/B, EXO/HRS. **Employees in ongoing positions who have worked in their current position for less than a year are not eligible to apply for this vacancy.**

Outside applicants should fill out an updated Application for Employment (Standard Form 171 or OF 612), a CV, and a brief statement regarding any special qualifications and send it to USAID/Bolivia, P.O. Box 4530, La Paz, or Calle 9 de Obrajes, No. 104, La Paz, Bolivia.

To obtain Standard Form 171, please contact the receptionist at USAID/BOLIVIA, Calle 9 No. 104, Obrajes, La Paz, Bolivia. **Only Curriculum Vitae and letters written in English will be considered.** Applications must be received no later than close of business, **February 9, 2007.**

**Only applicants who are considered for a personal interview will be notified on their non-selection.**